REFERENCE CARD
XYWRITE WORD PROCESSOR

Chapter number references on this card refer to the *Reference Guide*.

KEYS

Some of the most commonly used keys are listed here.

HELP *(Chapter 6)*

	Alt F9	Help
†	F6	A La Carte menus
†	Shift F6	Display Last A La Carte screen

CURSOR KEYS – UP AND DOWN *(Chapter 3)*

↑, ↓	Move One Line Up, Down
Ctrl ↑, Ctrl ↓	Scroll Text One Line Up, Down
Home, End	Move to Top, Bottom of Screen
PgUp, PgDn	Move One Screen Up, Down
Alt PgUp, Alt PgDn	Move One Formatted Page Up, Down
Ctrl Home, Ctrl End	Move to Top, Bottom of Document

CURSOR KEYS – LEFT AND RIGHT *(Chapter 3)*

←, →	Move One Character Left, Right
Alt ←, Alt →	Move One Word Left, Right
Ctrl ←, Ctrl →	Move to Left End of Line, Right End

TAB KEYS *(Chapter 3)*

*	Alt Tab	Display Tab Menu
	Ctrl Tab	Move Cursor to the Next Tab
	Tab	Move Cursor and Text to Next Tab

COMMAND LINE KEYS *(Chapter 3)*

F5	Clear the Command Line
F9	Execute Command on Command Line
F10	Switch Between Command Line/Text

DEFINE KEYS *(Chapter 3)*

F1	Begin/End Block Define
Alt F1	Begin Column Define
F2 #	Save Defined Block
F3	Release Defined Block
F4	Define Line
Ctrl F4	Define Sentence
Shift F4	Define Paragraph
Alt F4	Define Word
Alt F6	Delete Defined Block
F7	Copy Defined Block
F8	Move Defined Block

EXPANDED DISPLAY *(Chapter 3)*

Ctrl F9	Switch Between Normal/Expanded

PAGE NUMBER DISPLAY *(Chapter 3)*

Shift F9	Turn on Page-Line (P-L) Indicator

WINDOWS *(Chapter 3)*

*	Ctrl F10	Display Window Menu
	Alt F10	Switch Between Last Two Windows
*	Shift F10	Switch Through All Windows
*	Shift Ctrl *n*	Switch to Window *n*

COMPARE FILES *(Chapter 3)*

*	Ctrl –	Find Difference Between Two Files
*	Ctrl =	Find Match Between Two Files

PRINTER COMMANDS *(Chapter 2)*

CM TYPE *filename,m-n,*P	Print to printer
CM TYPES *filename,m-n*	Print to screen
CM TYPEF *filename,targetfile,m-n*	Print to disk
CM TYPE @*filename*,,P	Print a list of files
CM KILTYP Q	Stop the printer
CM WAIT	Wait for printing to stop

(*@filename* = file containing a list of filenames)
(*m-n* = range of pages)

EDITING COMMANDS

These are immediate commands.

SEARCH COMMANDS *(Chapter 3)*

*	CM SEARCH*A range/string/*	Search Through a Range of Files
*	CM SEARCH*BA /string/*	Search a File
	CM CV*A /string1/string2/*	Change With Verify
	CM CH*A /string1/string2/*	Change, No Verify
	CM CI*A /string1/string2/*	Change Invisible

(*range* = *filename1,filename2,...*)
(*A* suffix = absolute case match; *B* suffix = backward search)
(*string1* is the text to be searched for, *string2* is the text which replaces string1)

CM GO *m-n*	Go to Page-Line No.
CM JMP *p*	Go to Character No.

SAVE/GET COMMANDS *(Chapter 3)*

	CM LDSGT *filename*	Load Save/Get File
	CM STSGT *filename*	Store Save/Gets to File
	CM CLRSGT	Clear All Save/Gets from Memory
*	CM REMOVE #	Remove Save/Get from Memory
	CM IS #	Insert Save/Get Text

(# = A-Z or 0-9)

WINDOW COMMANDS *(Chapter 3)*

*	CM WINDOW *#,left,top,width,length*	Open a Window
	CM RMVSCR	Close a Window

(# = 1-9)

SPELLING COMMANDS *(Chapter 3)*

†	CM SPELL *filename,targetfile*	Spell Check a File
†	CM SPELL @*filename,targetfile*	Spell Check a List of Files
†	CM CORRECT *filename*	Correct a File

WORD COUNT COMMANDS *(Chapter 3)*

†	CM WC	Count Words Forward
†	CM WCB	Count Words Backward

SORT COMMAND *(Chapter 3)*

†	CM SORT *filename,targetfile*	Arrange List of Words

FORMATTING COMMANDS

The following commands are embedded commands. Except for character modes, these commands appear embedded in text as triangles (▲).

CASE COMMANDS *(Chapter 4)*

CM UC	Uppercase
CM LC	Lowercase
CM CC	Change Case
CM AU	Automatic Uppercase

ALIGNMENT *(Chapter 4)*

	CM FL	Flush Left
	CM FC	Flush Center
	CM FR	Flush Right
	CM JU	Justify
	CM NJ	No Justify
*	CM HY ON/OFF	Hyphenation

CHARACTER MODES *(Chapter 4)*

CM MD NM	Normal Mode
CM MD BO	Bold Mode
CM MD UL	Underline Mode
CM MD RV	Reverse Mode
CM MD BU	Bold Underline Mode
CM MD BR	Bold Reverse Mode
CM MD SU	Superscript Mode
CM MD SD	Subscript Mode

DATE & TIME *(Chapter 4)*

	CM TM	Soft Time
	CM DA *form*	Soft Date
*	CM NOW	Fixed Time
*	CM TODAY	Fixed Date

(*form* = **Mmmm d, yyyy** for example)

FOOTNOTES *(Chapter 4)*

	CM FN	Footnote
	CM FS	Footnote Separator
	CM FW	Footnote Wrap Separ.
	CM DF	Dump Footnote
	CM NF	No Footnotes
	CM SF *n*	Set Footnote Number
*	CM FM	Footnote Format

HEADERS & FOOTERS *(Chapter 4)*

	CM RH/RHE/RHO	Running Header
	CM RF/RFE/RFO	Running Footer
	CM PN	Page Number
*	CM FP	Final Page Number
	CM SP *n*	Set Page Number

NUMBERING *(Chapter 4)*

*	CM DC *#=n1.n2.n3...n0*	Define Counter
*	CM C *#*	Counter Commands (C0 to C9)
*	CM REP *label*	Refer to Page Number
*	CM REC *label*	Refer to Chapter Number
*	CM REF *label*	Refer to Counter Number
*	CM LB *label*	Label

PAGE WIDTH *(Chapter 4)*

CM LM *n*	Left Margin
CM RM *n*	Right Margin
CM OF *n*	Offset
CM IP *m,n*	Indent Paragraph
CM TS *n1,n2,...*	Tab Set
CM TR	Tab Reset

SPELLING AND THESAURUS *(Chapter 3)*

†	Ctrl A	Turn on Auto-Check/Correct
†	Ctrl R	Turn on Auto-Replacement
†	Ctrl S	Spell Check One Word
†	Ctrl F	Fix Last Misspelling
†	Ctrl T	Display a List of Synonyms

SEARCH CHARACTERS *(Chapter 3)*

Ctrl ↵	Return (Enter)
Alt Shift L	Any Single Letter (A-Z)
Alt Shift N	Any Single-Digit Number (0-9)
Alt Shift A	Any Single Letter or Number
Alt Shift X	Any Single Character
Alt Shift S	Any Single Separator
Alt Shift W	Any String of Characters

CHARACTER MODES *(Chapter 4)*

Ctrl 0	Reset to current mode
Ctrl 1	Normal Mode
Ctrl 2	Bold Mode
Ctrl 3	Underline Mode
Ctrl 4	Reverse Mode
Ctrl 5	Bold Underline Mode
Ctrl 6	Bold Reverse Mode
Ctrl 7	Superscript Mode
Ctrl 8	Subscript Mode

MEMORY USAGE *(Chapter 6)*

†	Ctrl M	Display Memory Usage Menu

FILING COMMANDS

These are immediate commands.

FILE COMMANDS *(Chapter 2)*

	CM NEW *filename,existingfile*	Create a new file
	CM ABORT	Clear a file from screen
*	CM APPEND *filename,targetfile*	Append one file to another
	CM CALL *filename*	Call a file to the screen
*	CM COPY *filename,targetfile*	Copy a file
	CM ERASE *filename*	(Same as DEL)
*	CM ERNV *filename*	Erase, no verify
*	CM FIND *filename*	Find a file
	CM MERGE *filename*	Merge one file into current file
*	CM RENAME *oldname,newname*	Rename a file
	CM SAVE *filename*	Save a file to disk
	CM SAVEDEF *filename*	Save a defined block
	CM STORE *filename*	Save a file and clear screen
*	CM TREE *d:*	Display directories on disk

SYSTEM COMMANDS *(Chapter 2)*

	CM *d:,d1:,...*	Select default drive
*	CM CM *d,w,p*	Display drive, path & window
	CM CHDIR *path*	Change directory
	CM DIR *globalname*	Display the directory
*	CM DIRL *globalname*	Display the directory with text
*	CM DSORT *f,e,s,d,r,h*	Sort the directory
	(filename, extension, size, date, reverse, header)	
	CM MKDIR *path*	Make directory
	CM RMDIR *path*	Remove directory
	CM DOS /C *command*	Run DOS
	CM DO *path\program filename*	Run Another Program
	CM QUIT	Quit XyWrite

PAGE LENGTH *(Chapter 4)*

	CM **PL** *nom,max,min*	Page Length
	CM **FD** *n*	Form Depth
	CM **TP** *n*	Top Margin
	CM **BT** *n*	Bottom Margin
*	CM **PG** *n*	Page Break
	CM **NB**	Non-Breakable Block
	CM **BB**	Breakable Block
	CM **WD** *n*	Widow
	CM **OP** *n*	Orphan

PRINTER CONTROLS *(Chapter 4)*

	CM **PA** *message*	Pause
	CM **PR** *message*	Prompt
	CM **AP**	AutoPause
	CM **NP**	No Pause
†	CM **PI**	Printer Insert
†	CM **IN**	Include "Foreign" File
*	CM **PC** *n*	Printer Control

STYLES *(Chapter 4)*

*	CM **SS** *name,nm-n,nm=n,...*	Save Style
*	CM **US** *name*	Use Style
*	CM **NS**	Next Style
*	CM **PS**	Previous Style

VERTICAL SPACING *(Chapter 4)*

*	CM **AL** *n*	Automatic Leading
*	CM **EL** *n*	Extra Leading
*	CM **LL** *p,l*	Line Leading
	CM **LS** *n*	Line Spacing

SPECIAL FEATURES

The Special Feature commands are a mixture of immediate commands and embedded commands. Check the *Reference Guide* for specific information.

COLUMNS *(Chapter 5)*

*	CM **CT** *offset,w1/s1,w2/s2,...*	Column Table
*	CM **SN** *c1,c2,c3,c4,c5,c6*	Snaking

FILL-IN FORMS *(Chapter 5)*

	CM **NEF** *workform,masterform*	Create a New Form
	CM **CAF** *workform*	Call a Form

MAIL MERGE *(Chapter 5)*

	CM **TYPE** *datafile+mainfile,,P*	Merge & Print to Printer
	CM **TYPEF** *datafile+mainfile,targetfile*	Merge & Print to File
	CM **TYPES** *datafile+mainfile*	Merge & Print to Screen
	CM **FI** *field1,field2,...*	Field Identification
	CM **PF** *field*	Put Field

REDLINING *(Chapter 5)*

†	CM **RED**	Toggle Redlining On/Off
†	CM **PE/PEV**	Put in Edits
†	CM **CE/CEV**	Remove Edits

TABLE OF CONTENTS & INDEX *(Chapter 5)*

	CM **X#**	Text Marker (X1-X9)
	CM **T#**	Table of Contents (T1-T9)
	CM **I#**	Index (I1-I9)
	CM **SR IX**	Place Marked Text
	CM **SR PN**	Place Page Number
*	CM **SR CH**	Place Chapter Number
	CM **LD** ***n***	Leadering
	CM **NI**	No Index
*	CM **EX**	Suppress Page Number
*	CM **IL** ***text***	Index Label
*	CM **IB** ***n***	Index Break
	CM **IX#** *filename,targetfile*	Extract Index to a File
	CM **TX#** *filename,targetfile*	Extract TOC to a File
	CM **IX#** *@filename,targetfile*	Extract Index for a List
	CM **TX#** *@filename,targetfile*	Extract TOC for a List

(# = 1-9, ***@filename*** = file containing a list of filenames)

USER PROGRAMMING *(Chapter 5)*

	CM **NEP** ***filename***	Creating a New Program File
	CM **CAP** ***filename***	Calling a Program File
	CM **RUN** ***filename,n***	Run a Program
	CM **P** *comment*	Pause During Execution
	CM **LDPM** ***filename,#***	Load a Program onto a Save/Get
*	CM **FUNC** ***fc***	Execute the Function Call
†	CM **PFUNC** ***fc***	Enter Function Call in Program File

(# = A-Z or 0-9, ***fc*** = Function Call)

ADVANCED USER PROGRAMMING

See Chapter 5 of the *Reference Guide.*

CUSTOMIZING COMMANDS *(Chapter 6)*

†	CM **LOAD** ***filename,filename,...***	Load Customization File
	CM **LDHELP** ***filename***	Load Help File
*	CM **LDDICT** ***filename***	Load Hyphen Exception File
	CM **LDKBD** ***filename***	Load Keyboard File
	CM **LDPRN** ***filename***	Load Printer File
*	CM **LDSORT** ***filename***	Load Sort File

FUNCTION CALLS, PRINTER SETTINGS & DEFAULT SETTINGS

For information on these subjects, refer to Chapter 6 of the *Reference Guide.*

NETWORK COMMANDS

These commands apply only to "XyWrite III Plus for Networks." If you have this version, refer to Chapter 7 of the *Reference Guide* for more information.

CM **LOGIN** ***user,password***	Gain Access to XyWrite
CM **LOGOUT**	Sign Off of XyWrite
CM **READ** ***filename***	Display File for Reading Only
CM **SETP** ***filename***	Set a Printer

LEGEND

BOLD=required
LIGHT=optional

* = XyWrite III or III Plus only
† = XyWrite III Plus only

NOTE: Any command which uses a *filename* allows you to specify a *drive (d:)* and *path* ahead of the filename. Thus, the CALL command could be entered as: **CALL** *d:path\filename*

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